



MASTER FILE  
DEPARTMENT OF THE NAVY  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK/  
REGPUBSAFETYINST 12771.1D  
N01HRO  
06 OCT 1999

NAVPHIBASELCREEK/REGPUBSAFETY INSTRUCTION 12771.1D

Subj: DELEGATION OF AUTHORITY TO ACT AS DECIDING OFFICIALS IN  
ADMINISTRATIVE GRIEVANCES

Ref: (a) HRO Manual, Chap. 771

1. Purpose. To delegate authority to Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK)/Regional Public Safety (REGPUBSAFETY) supervisors and managers to act as deciding officials in administrative grievances. Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.
2. Cancellation. NAVPHIBASELCREEKIST 12771.1C is hereby cancelled.
3. Background. In accordance with the provisions of reference (a), Commanding Officers/Program Managers act as final deciding officials on all grievances filed by employees on matters under their cognizance, except when personally involved in the matter giving rise to the grievance. If the Commanding Officer/Program Manager has been personally involved, the next higher level in the chain of command will serve as deciding official. Reference (a) further allows Commanding Officers/Program Managers to delegate to subordinate managers and supervisors the authority to act as deciding officials as deemed appropriate.
4. Delegation of authority. Authority is hereby delegated to the Director, Customer Service Department, Human Resources Service Center, East to decide all grievances involving ratings under the merit promotion program. The Executive Officer/Assistant Program Manager is designated as the deciding official in all other grievances filed under this system, with the exception of those matters where personally involved. In such matters, the Commanding Officer/Program Manager will designate an individual to hear and decide the grievance.

  
W. C. WRIGHT, Sr.

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NAVPHIBASELCREEK/  
REGPUBSAFETYINST 12771.1D

Distribution:  
NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P  
List IA, IB - Case B

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